

**Fresno State**  
**Department of Social Work Education**  
**Pupil Personnel Services (PPS) Credential Program**  
**New PPS Candidate**  
**FLOW CHART**  
**(2001 Standards)**

The following steps must be completed in order to be eligible to participate in the PPS credential program and the accompanying field placement in the schools:

- 1. Assignment for the second year field placement, SWrk 282/283, at a public school setting which meets all of the requirements of the PPS program.
- 2. Meet the Basic Skills Requirement (BSR) by submitting scores for both English and Math using the options outlined on the PPS Program Requirements sheet. **You must provide verification that you have taken a basic skills proficiency exam prior to enrollment in S Wrk 282.**
- 3. Submit verification that you have either passed the Basic Skills Requirement **OR** that you have taken the C-BEST or CSET (either verification card or non-passing scores) to the PPS Coordinator before the fall semester begins.

**NOTE:** PPS field placement hours MAY NOT be counted until the BSR is met either by submitting passing scores or evidence that the C-BEST was taken and the evidence is on file in the Department of Social Work Education. It is your responsibility to submit the scores to the PPS Coordinator – they are not forwarded by other university offices.

- 4. Obtain a **Certificate of Clearance** from the California Commission on Teacher Credentialing. Please be sure to carefully follow the directions provided at the candidate orientation in applying for the Certificate of Clearance. Submit evidence of the Certificate of Clearance to the PPS Coordinator before classes begin in August.

**Note:** A paper certificate **will not** be mailed to you from CTC, only an emailed verification that your application was submitted. Please allow a minimum of two weeks for your Live Scan results to be processed. If you have had a misdemeanor/criminal conviction or other issues the Commission may need additional documentation and processing will take longer. Depending on the time of year and your background check, it can take days to months, so continue to check until it is issued.

**Finally,** check the CTC website at [www.ctc.ca.gov](http://www.ctc.ca.gov) and select “Search for an Educator”, then select “Secured Search”. Input your SSN and DOB. Click on the hyperlink for the Certificate of Clearance. You will need to check this site regularly to see when your Certificate of Clearance is issued. Print one copy and submit this verification to the PPS Coordinator before classes begin in August.

**Exemption:** It is not necessary to apply for a Certificate of Clearance if you can present a copy of a valid California certificate or credential such as an emergency permit, teacher credential, Children’s Center permit or Adult Vocational Education credential

5. Submit to the PPS Coordinator a paper or electronic copy of the verification that the Certificate of Clearance has been issued prior to the beginning of the fall semester (see #4-c above).

**NOTE:** PPS candidates may not report to the schools until the Certificate of Clearance has been received by the Department of Social Work. If you have not received clearance from the Commission on Teacher Credentialing by mid-August, contact the PPS Coordinator at 278-3992

6. Obtain **school district level fingerprint clearance** through the school district where you will be placed for the second year of internship. Once your placement has been assigned, contact your proposed MSW/PPS field instructor **before the semester ends** for instructions on how to proceed. This district, or local, level of fingerprinting will also require the paper work and fees for another Live Scan. It is best to have this Live Scan done at the school district. If it is done elsewhere, be sure that the Live Scan form (41-LS) directs the results to be sent to the school district.

7. **Please note that capacity in the school counseling program is limited for MSW/PPS candidates. Availability of these classes for MSW/PPS candidates is not guaranteed.** If you are interested in the specialization in school counseling, you need to apply to the program by July 1 for the coming academic year. Only candidates who have passed the Basic Skills requirement (BSR) are eligible to apply. Apply to the counseling program by emailing Renee Petch, Graduate Technician, at [rpetch@csufresno.edu](mailto:rpetch@csufresno.edu). The subject line of the email should be Social Work-PPS in School Counseling and the message must include your full name, student ID number, campus email address, and semester that you plan to begin the counseling classes. Copy this email to the PPS Coordinator, Andrea Carlin, at [andreac@csufresno.edu](mailto:andreac@csufresno.edu). The required counseling classes are: Coun 203, Coun 220, Coun 240. **In order to support student success in the MSW program, the Department of Social Work Education may not approve overload petitions above 19 units. You will need to plan to complete some or all of the counseling courses, if space is available, after completion of the MSW program.**

8. Enroll in S Wrk 274, Advanced Social Work Practice in Schools (3 units) for Fall, and S Wrk 275, Advanced Social Work Practice in Schools II (3 units) for Spring.

Be sure to complete all requirements. Failure to complete all steps may jeopardize your eligibility to participate in the PPS program and/or meet the requirements for the PPS credential. Contact the PPS Coordinator, Andrea Carlin, if you have any questions (PHS 128 B, 278-3039, [andreac@csufresno.edu](mailto:andreac@csufresno.edu)).